

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- 99124 TASK NO. 404 AMENDMENT	500-322-70-30-89	2001

TASK TITLE: (NTE 80 characters; include Project name)

SOMO Technology Development Planning and Coordination

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)	DATE	ORG CODE	MAIL CODE	PHONE
Robert M. Savage <i>Robert M. Savage</i>	10/18/00	500	500	301-286-6803
BRANCH HEAD	DATE	CODE		PHONE
Dennis Andrucyk <i>Dennis Andrucyk</i>	10/18/00		500	301-286-5386
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)	DATE	CODE		PHONE
Robert S. Lebair, Jr. <i>Robert S. Lebair, Jr.</i>	10/18/00		560	301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE (IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)	CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
[X] NO [] YES				

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: *OCT 19 2000*

Contractor will develop specification or statement of work under this task for a future procurement. [X] NO [] YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. [] NO [] YES [X] N/A

Government Furnished Property/Facilities: [X] NO [] YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: [X] NO [] YES If yes: [] TOTAL [] PARTIAL
If partial, indicate onsite work in SOW by asterisk (*)

Surveillance Plan Attached: [X] NO [] YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 11/1/00.

INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	X No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 169,253

The target fee of this task order is \$ 11,001

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 180,254

The maximum fee is \$ 16,079

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

<i>Theresa J. Bacher</i>	11/22/00	<i>Theresa J. Bacher</i>
SIGNATURE OF CONTRACTING OFFICER	DATE	TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

_____ AUTHORIZED SIGNATURE	_____ DATE
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CONTRACTOR	CONTRACT NO./TASK NO.	TASK NO.	AMENDMENT
QSS Group, Inc.	NAS5- 99124	404	

Applicable paragraphs from contract Statement of Work:

STATEMENT OF WORK: (Continue on blank paper if additional space is required)*This is a follow-on to Task 302 under this contract; uninterrupted transition is required.*

See Page 3.

PERFORMANCE SPECIFICATIONS:

Reports and Documents: Technical performance will be based on thoroughness and completeness of written reports. Acceptable performance is that the ATR is satisfied that the material reflects the proper level of technical expertise and meets the objectives of the activity. Reports shall be delivered to the ATR both as a hard copy and in MS Word format via either diskette or email.

See attached Statement of Work for additional specifications on plans, reviews, and reports.

Technical Progress Report: Acceptable performance is that the ATR is satisfied that he is being kept informed of the status of work performed and of issues requiring his attention.

Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

APPLICABLE DOCUMENTS:

None.

TASK END DATE: 10/31/01**MILESTONES/DELIVERABLES AND DATES:**

- | | |
|------------------------------|----------------------------|
| 1. Technical Progress Report | Monthly; 15th of the month |
| 2. SOW Item 1.1a | 4/30/01 |
| 3. SOW Items 1.1b-f | 5/31/01 |
| 4. SOW Items 1.1g-l | On-going through 10/31/01 |
| 5. SOW Items 1.2a-d | 3/31/01; 9/30/01 |
| 6. SOW Items 1.2e-f | Monthly |
| 7. SOW Item 1.3 | On-going through 10/31/01 |
| 8. SOW Item 1.4 | 5/31/01 |

PERFORMANCE STANDARDS:**Schedule:** On-time delivery/completion of the milestones/deliverables**Technical:** ATR's acceptance of the deliverables**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Robert M. Savage, building 12, room N215

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REQUEST FOR TASK PLAN / TASK ORDER

Contract NAS5-99124

Task #: **404****SOMO Technology Development Planning and Coordination
Statement of Work**

1.0 Description of Work to be performed

The contractor shall provide the materials and labor required to deliver the products and services specified in this statement of work in support of the GSFC/SOMO Technology Development Program.

1.1 The contractor shall assist in the formulation and coordination of the GSFC/SOMO Technology Development Program by delivering the following products and services:

- a. Review and provide recommendations regarding selected technical proposals, reports, and Statements of Work.
- b. Review draft technology development roadmaps, work area plans, task plans and presentation materials to ensure technical accuracy, consistency and completeness.
- c. Prepare and maintain databases for technology development projects, including such attributes as performance requirements, customer requirements, mission support, milestones, and funding profiles.
- d. Assist in the preparation of presentations to show GSFC/SOMO Technology Development Program support of strategic objectives and Enterprise requirements of customers.
- e. Prepare diagrams and charts to show program interdependencies among the GSFC/SOMO Technology Development Program and other NASA and non-NASA programs.
- f. Assist in the preparation of "Gap-Analyses" by comparing the work area plans with the projected customer needs to ensure satisfaction of customer technology requirements.
- g. Maintain GSFC/SOMO Technology Development Program documents on the GSFC Information Systems Center Document Management Site (DocuShare) and on the Internet-hosted "PostDoc" information sharing system.
- h. Assist in the planning, announcement, coordination, conduct and follow-up of selected technical workshops sponsored by the GSFC/SOMO Technology Development Program.

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Task #: **404**

- i. Maintain the GSFC/SOMO Technology Development Program documentation on the Code 500 Technology homepage and on various "ftp" servers to provide access to information by geographically distributed participants at special events.
- 1.2 The contractor shall participate in SOMO/GSFC Technology Program Reviews by delivering the following products and services:
- a. Provide general coordination for the Mid-term and the Annual Technology Program Reviews to evaluate program progress at the mid-Fiscal Year.
 - b. Provide video conferencing coordination, including attendee notifications, technical services, and event scheduling for the Mid-term and the Annual Technology Program Reviews.
 - c. Provide both digital and hard copy of presentation materials and work area plans to local and remote participants. This includes making the documentation available on the web site, and via postal delivery.
 - d. Assist in preparation of responses to action items that arise from the program reviews.
 - e. Participate in Work Area Manager meetings to provide support in program direction.
 - f. Participate in SOM Technology Working Group meetings to provide support in program direction.
- 1.3 The contractor shall assist with the preparation of technology management procedures, processes and plans to support and satisfy:
- a. ISO requirements
 - b. Program process enhancement opportunities derived from management reviews.
- 1.4 The contractor shall provide technical analyses in support of the management of the GSFC/SOMO budget for technology development.